

MEMORANDUM

TO: DCA Board Members, FY 2011 CDBG Non-entitlement Recipients' and RDC Executive Directors
FROM: Mike Beatty, Commissioner *MB*
DATE: August 29, 2011
SUBJECT: Community Development Block Grant (CDBG) Recipients' Workshop

The Georgia Department of Community Affairs will be conducting the FY 2011 CDBG Recipients' Workshop on September 15 – 16, 2011 at The Edgar H. Wilson Convention Centre Center in Macon Georgia, 200 Coliseum Drive, Macon Georgia 31217.

The workshop is designed to provide CDBG recipients with a broad overview of program management requirements and a detailed briefing on compliance areas such as Civil Rights, Fair Housing, Contracts, Environmental Review, Labor Standards, Financial Management and Administration. Also, a copy of the Recipients' Manual and other valuable information will be distributed during the workshop.

There will be a **\$140.00** registration fee for those attending both days. A late charge of **\$20.00** will apply for registrations received after **September 9, 2011**. This fee is an eligible CDBG expense and may be charged to your grant. Recipients are strongly urged to have adequate representation at the workshop. Staff responsible for the day-to-day administration of the program should attend both days of the workshop.

Mayors and County Commission Chairpersons who will not be involved in the day-to-day administration of the grant program may choose to only attend the second day of the workshop for the general session and the grant award presentation. The cost for attending the second day only is **\$75.00**. A late charge of **\$20.00** will apply for registrations received after **September 9, 2011**.

A block of rooms has been reserved at the Marriott Macon City Center for workshop attendees. A special **group rate of \$77.00** is available. Reservations must be made by **September 5, 2011** in order to guarantee a room at the group rate. For hotel reservations, please call **1-800-228-9290 or 478-621-5300**.

If you have any questions or need additional information, please contact Lisa Smith at (404) 679-5276. We look forward to seeing you at the workshop.

To register for the workshop go to: www.dca.ga.gov/communities/CDBG/index.asp

Enclosure: Agenda